



## JOB DESCRIPTION

Position Title: **Program Manager**

Working Title: **GIS Manager**

Class Code: 4919

Exempt

EEO Code: 02

Effective Date: August 30, 2002

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### **Major Function**

Professional and administrative work coordinating the development, implementation, enhancement, administration, and operation of a County geographic information system.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Ensures compliance with the overall objectives of the County's GIS plan and insures that target dates, goals, and objectives are achieved.

Responsible for maintaining the County base map and providing county departments and other agencies with access to the base map, departmental data layers and associated tabular information.

Coordinates the review and analysis of user requirements and assists in the evaluation of user department needs. Facilitates the implementation of hardware, software, and data conversion to the geographic information system. Reviews and makes recommendations for the selection of supporting hardware and software requirements and data conversion.

Prepares budgetary request and monitors the budget for the GIS project and administers the expenditure of funds.

Develops data information procedures and maintains a library of documentation which assists in the on-going development and management of the GIS project.

Prepares status reports, makes presentations, and/or demonstrations of the County's GIS applications as necessary.

Initiates and recommends for final approval by the Department Director, the hiring, termination, performance evaluation and disciplinary or commendatory actions for assigned personnel.

Establish, coordinate, and review interaction with other County Departments and agencies concerning GIS projects and endeavors to ensure efforts are directed towards overall objectives and to ensure system to system integration capabilities are addressed.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Extensive knowledge of GIS technology to include planning, organizing, and supervising all GIS functions.

Ability to establish and maintain an effective working relationship with other departments and various local government agencies. Ability to develop and maintain a project budget and track expenditures. Ability to communicate abstract and technical information effectively, both orally and in writing. Ability to make presentations to large and small groups. Ability to meet and deal with the general public.

Bachelor's Degree in Information Systems, Civil Engineering, Planning, Surveying or Geography, and four (4) years experience in a computer environment with primary focus on Geographic Information Systems, including the application of CAD, spatial data bases, and mapping information systems. Experience must include two (2) years in the use of microcomputer systems, local area networks, and/or GIS systems.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The work environment for this position is in a typical office setting. Most of incumbent duties are performed sitting at a desk, table or workstation. Position may be required to stand while working with map printers. Position has regular exposure to radiant and electrical energy found in an office environment.